



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Short Term Rental New Application (STR-N)

Applications for a new short-term rental license will only be accepted during January, February, July and August.

Address of Rental: _____

Short-Term Rental Property Name (if applicable): _____

STR License for Primary Dwelling _____ or Accessory Dwelling _____ (May not rent both)

Property Tax Identification Number: _____ Principal Residence: Yes _____ No _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Has a STR License ever been issued for this property (Year if known): _____

Applicant(s) Name: _____ Email: _____
(Must be record title holder)

Address: _____

Telephone Number: _____ Cell Number: _____ Fax: _____

Applicant(s) Name: _____ Email: _____
(Must be record title holder)

Address: _____

Telephone Number: _____ Cell Number: _____ Fax: _____

If there are any additional Property Owners provide on a separate sheet along with the Notary Signature, Date and Seal or Stamp.

Resident Agent: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Upon submittal of an application for a short-term rental license, the applicant shall schedule an onsite inspection of the property in order to: 1) verify that the property complies with the International Residential Building Code adopted by Talbot County, as amended, with respect to emergency escape and rescue openings, exits and smoke alarms; 2) verify the property is equipped with a fire extinguisher in the kitchen and any other area in which flammable or combustible materials are kept or stored; 3) determine that the plans submitted are accurate, and 3) make note of any special conditions. All inspection reports shall be submitted to Planning and Zoning on a form prepared by the Planning Director. A third party certified building inspector may complete the form, or requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. Checks made payable to Talbot County, Maryland.

Fees:

_____ Planning and Zoning application fee payable to: Talbot County, Maryland, in the amount of \$300 for new applications, or \$250 for renewal applications.

_____ Health Department application fee payable to: Talbot County Environmental Department, in the amount of \$100 for new applications or \$75 for renewal applications. No Health Department fee is assessed to applicants with STR's on public sewer. Planning and Zoning will forward all necessary documentation and fees to the Health Department, a separate submittal is not necessary.

_____ All safety inspection reports shall be submitted to Planning and Zoning on a form prepared by the Planning Director. A third party certified building inspector may complete the form, or requests for County inspections must be accompanied by a \$40 inspection fee.

Certification: I certify that all the information noted herein and in any attached checklist and documents, are true and correct to the best of my knowledge and belief. I understand that in accordance with *Talbot County Code*, Chapter 190, Talbot County may decline to issue or may suspend or revoke a short term rental license due to any false, inaccurate, or misrepresentation in this application or other registration. By filing this application, I acknowledge that I have read and will ensure that the STR property will be rented and used in accordance with the *Talbot County Code*. I authorize agents of the regulatory governmental agencies to enter onto my property for the purposes of performing the inspections necessary to ensure compliance with all regulations, restrictions and limitations on the establishment and operation of a short term rental property.

Owner's Signature: _____ Date: _____

Notary: _____ Exp. Date: _____

{Notary Seal}

Owner's Signature: _____ Date: _____

Notary: _____ Exp. Date: _____

{Notary Seal}

Office Use Only:

Short-Term Rental Review Board Hearing Date: _____

Approval: _____ Denial: _____

Comments/Conditions: _____

Date of Issuance: _____ Expiration Date: _____



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New Short Term Rental Checklist

In order for this application to be processed, all of the following statements and documentation shall be confirmed and/or provided. Any application submitted without all of the required documentation will be returned as incomplete. Initial all applicable responses below.

1. Is this property within a homeowner's association, property owner's association and/or is it governed by any type of covenants, conditions and restrictions specifically prohibiting the rental of properties or short-term rentals? Yes _____ No _____
2. I or the resident agent listed on the application have a home or office within thirty (30) miles of the STR unit and are available to respond to the subject property and may be contacted 24 hours a day during periods of short-term rental. Yes _____ No _____
3. All applicable Talbot County Accommodations Taxes and MD Sales Taxes are and will be paid on-time and in accordance with County/State Law. Yes _____ No _____
4. I have provided a statement of where and how we will be advertising the short-term rental, including printed, on-line and audio or video material. We acknowledge that all advertising must include the Talbot County Short-term rental license number.
Yes _____ No _____
5. I have attached a copy of the standard lease agreement and house rules. Yes _____
No _____
6. Site and Floor plans, to scale, including locations of structures label use of specific rooms, decks, patios, porches, swimming pools, outdoor entertainment areas, garages, fencing, screening, vegetation, roads, paved areas, walkways and parking spaces. Outside recreational areas intended for STR tenants shall be screened by a setback of 50 feet from property lines, or a combination of vegetation or topographic features between parcels. Yes _____ No _____
7. Proof of satisfactory inspection report from a licensed inspector as to water quality. A copy of the "approved" results of a bacteriological water sample obtained from a State of Maryland certified drinking water testing laboratory. Sample results must have been completed within ten (10) months of application date. See hand out for information on Certified Water Testing Labs. Yes _____ No _____
8. Type Sewage Disposal: Public: _____ Individual On-Site: _____
 - a. If the proposed STR is served by an on-site sewage disposal system an annual determination shall be made by TCHD regarding the adequacy of the system. If applicable, proof of satisfactory inspection report from a licensed inspector as to septic system operation may be required.
 - b. New STR's served by public sewer shall submit a letter of authorization from the County Engineer indicating adequacy of sewer to serve proposed use.
9. Copy of current deed to the property seeking licensure. Yes _____ No _____
10. Copy of your notification letter, proof of notice to all applicable property owners, and signed Certificate of Service, in accordance with the Notice of Application requirements of Chapter 190. Yes _____ No _____



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Notice of Application

1. The applicant shall provide proof that the short-term rental application information has been provided to the following:
 - a. Owners of properties contiguous to the short-term rental property;
 - b. Owners of properties across a roadway, easement or right-of-way from the short-term rental property;
 - c. Owners of all other properties with a property line within 1,000 feet, including in line of site within 1,000 feet across waterways of the short-term rental dwelling; and,
 - d. If applicable, a homeowner’s association, property owner’s association or covenant administrator for the development where the short-term rental property is located.
2. Notification shall be by certified mail, return receipt requested or other shipping carrier with adult signature required, to the address provided on the annual Talbot County tax bill or any other written means, such as e-mail or regular mail, provided receipt is confirmed in writing.
3. The notice shall include, at a minimum, information as listed in the example short-term rental notification letter in the application package. This information shall include: the applicant’s name, contact information, including address, e-mail, and telephone number; 24 hours contact information in the event of any problem at the short-term rental property; contact information for the Code Compliance Officer or other designated County official; statement that a short-term rental application has been filed with the Talbot County Department of Planning and Zoning and that such application is available for public inspection; and state, if applicable, that a public hearing on the application will be held by the Short-Term Rental Review Board.
4. The notices required by this Section shall be sent out within 21 days of filing the short-term rental application with the Talbot County Department of Planning and Zoning.
5. The applicant shall file a certificate of service with the Talbot County Department of Planning and Zoning promptly after sending out the required notices on a form prepared and approved by the Planning Director. The certificate shall be signed by the applicant; certify that the required notices were sent out in accordance with this Section; and, include a list of all recipients and a copy of the notice that was sent out.

Certificate of Service

I certify that the required notices were sent out in accordance with Chapter 190 of the *Talbot County Code* and provide the attached list of all property owners notified and have attached confirmed receipts of notice.

Applicant’s Signature

Date



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Property Owner Notification List

Name(s) and Addresses of the property owner(s) provided notice as required by Chapter 190 of the *Talbot County Code*. The notices are to be mailed to the same address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name, Address and if applicable, Email	Map	Grid	Parcel & Lot #

Applicant shall file a certificate of service to the Talbot County Department of Planning and Zoning promptly after sending out notices. All notices shall be sent out within 21 days of filing the short-term rental application.

Applicant’s Signature

Date



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State Certified Water Testing Labs

Water Testing Lab 1000 Butterworth Court Stevensville, MD 21666	Office: 410-643-7711 410-820-8485 Toll Free: 800-200-5323
Chesapeake Environmental Lab, Inc. 302 Love Point Road P.O. Box 946 Stevensville, MD 21666	Office: 410-643-0800 Toll Free: 800-300-8378
Environmental Testing Lab 108 Old Solomon’s Island Road Annapolis, MD 21401	Office: 410-224-4304 Toll Free: 800-222-4833

Short Term Rental Notification Letter

Date: _____

Dear Neighbor:

This letter is to inform you that I, as the owner of the below noted property, have within the past 21 days, submitted an application to rent the premises below on a short-term basis to visitors and vacationers.

Short Term Rental: Street Address: _____
City, State, Zip: _____
Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____
Property Tax Account ID number: _____

☐ **Property Owner/Applicant:**
Name: _____
Mailing Address: _____
Physical Address: _____
Home Phone: _____ Fax No.: _____
Cell No.: _____ E-mail: _____
Internet Address: _____ Other: _____

☐ **Resident Agent:**
Name: _____
Mailing Address: _____
Physical Address: _____
Home Phone: _____ Fax No.: _____
Cell No.: _____ E-mail: _____
Internet Address: _____ Other: _____

Should any problems arise with this rental property, myself or my resident agent, as indicated with the check box above as the primary contact, may be contacted 24 hours a day. My resident agent or I will monitor the use of the STR property; we further certify that the primary contact has a principal residence in Talbot County or home or office within 30 miles of the STR property.

If unable to reach the above contacts you may call Talbot County Department of Planning and Zoning at 410-770-8030. They will contact the on-call County Code Compliance Officer. The County is working to develop a 24/7 application and complaint portal. Please check the Department webpage at www.talbotcountymd.gov for updated information.

By mailing this letter to you, I am notifying you of the pending short-term rental application. For all new licenses, a notice of the Short-Term Rental Review Board hearing will be sent to you by certified mail and the hearing will be scheduled within 21 days from certificate of service of this letter. Renewal applications will be processed administratively by the Planning Director without a hearing unless substantial reasons exist to refer the application to the STR Board as outlined in Chapter 190 of the Talbot County Code.

If you have questions or concerns relating to the STR application or approval process, please contact:

Talbot County Department of Planning and Zoning 215 Bay Street, Suite 2, Easton, MD 21601 Phone: 410-770-8034 Email contact: edeflaux@talbotcountymd.gov	Code Enforcement Officer: Duane Gottschalk Phone: 410-770-8030
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Sincerely,

STR Property Owner



**Language that shall be included in the Written Lease
for Short Term Rentals**

In accordance with the *Talbot County Code*, Section Chapter 190, use of a dwelling unit for the purpose of transient rental must comply with the following rules and regulations:

1. Use of this unit is subject to short-term rental operating guidelines and license application requirements of the *Talbot County Code*.
2. In addition, this rental is required to comply with the following codes, regulations and requirements administered by the Talbot County Health Department and the State of Maryland Department of Health and Mental Hygiene;
 - a. COMAR 26.04.02 – On-site sewage disposal systems
 - b. COMAR 26.04.04 – Water Supply
3. Short-term rental is limited to the primary or accessory dwelling, as applicable, but not for both.
4. This unit shall comply with the International Residential Building code, Section R310 (Emergency Escapes and Rescue Openings), R311 (Means of Egress), R314 (Smoke Detectors) and shall be equipped with fire extinguishers in the kitchen and any other area in which flammable or combustible materials are kept or stored.
5. Maximum occupancy of this site during period of short-term rental is _____
(the lesser of twelve persons or two persons per bedroom excluding infants under eighteen months).
6. Three (3) night minimum stay for all short-term lease holders.
7. All STR vehicles shall use off-street parking spaces provided on subject lot.
8. Subleasing of this unit is prohibited.
9. This unit, the property or any associated appurtenances shall not be used for any wedding, reception, banquet, corporate retreat, fundraiser or similar activities that would exceed the maximum persons permitted to be on-site associated with the short-term rental.
10. All pets (if allowed) shall be leashed or confined at all times.
11. Noise levels shall comply with the requirements of the *Talbot County Code*.
12. Fireworks are prohibited.
13. A copy of the lease shall include all conditions, restrictions, and limitations imposed on the short-term rental, or any physical condition or approved waiver granted to a rental property. A copy of the lease shall be available on-site at all times of rental use and made available to Code Enforcement Officers upon request.



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Short Term Rental Safety and Zoning Inspection Application

Applicant(s) Name: _____ Email: _____

Address: _____

Telephone Numbers: _____ Cell Number: _____

Location of Short Term Rental Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Property Tax ID No.: _____ Short Term Rental License Year: _____

Resident Agent: _____

Resident Agent Contact Info: _____

Short Term Rental Inspections provide a means for administrative review and approval of short term rental properties for safety and zoning compliance. Upon submittal of an application for a short-term rental license, the applicant shall schedule an onsite inspection of the property with Planning and Zoning. A third party certified building inspector may complete the following safety and building inspection report or requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. Checks made payable to Talbot County, Maryland.

Detailed Description of the Zoning Inspection Request: Use attachment if necessary. Submit drawing or site plan, for the outside areas to demonstrate that decks, patios, porches, game courts, swimming pools, and similar areas are screened from neighboring properties or meet the minimum 50 foot setbacks. In addition, label the parking area, number of spaces and trash storage location.

Detailed Description of the Building Inspection Request: Use attachment if necessary. Submit a floor plan drawing indicating areas to be inspected for compliance with the International Residential Code, Section R314 smoke detectors, Section R310 emergency escape & rescue openings and R311 means of egress.

Certification: I certify that all the information noted herein and in any attached documents is true and correct to the best of my knowledge and belief. By filing this application, I acknowledge that I have read and will ensure that the STR property will be rented and used in accordance with the Code. I authorize agents of the regulatory governmental agencies to enter onto my property for the purposes of performing the inspections necessary to ensure compliance with all regulations, restrictions and limitations on the establishment and operation of a short term rental property.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____



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Short Term Rental Safety and Compliance Inspection Report

A. **Timing and Fees:** Short Term Rental Inspections are performed as required in the *Talbot County Code*, Chapter 190. The resident agent or owner is responsible for scheduling the zoning and building inspection and attending the inspections. Upon submittal of an application for a short-term rental license, the applicant shall schedule an onsite inspection of the property with the Planning Director or a Code Enforcement Officer. A third party certified building inspector (International Residential Code) may complete the safety and building inspection portion of this form or requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. Checks made payable to Talbot County, Maryland.

B. **Inspections:**
An application for inspection is used for both the zoning and building code compliance. The application requires a site plan or drawing to demonstrate compliance with zoning and a narrative and drawing to show compliance with the International Residential Building Code.

Zoning Compliance Certification (to be initialed by inspector):

- _____ 1. Accurate site plan.
- _____ 2. Setbacks and screening.
- _____ 3. Off-street parking.
- _____ 4. Other: _____

Safety and Building Inspector Certification, compliance with International Residential Code (to be initialed by inspector):

- _____ 1. Accurate floor plan.
- _____ 2. Smoke detectors - Section R314.
- _____ 3. Emergency escape & rescue openings - Section R310.
- _____ 4. Means of egress - Section R311.
- _____ 5. Fire extinguishers in kitchen and other areas of flammable material storage.
- _____ 6. Other: _____

Name of Zoning Inspector: _____

Inspector Credentials: _____

Date of Inspection: _____

Comments: _____

Name of Safety Inspector: _____

Inspector Credentials: _____

Date of Inspection: _____

Comments: _____

Office Use Only:

Date Received: _____ Fee Paid: _____ \$

Final Decision and any conditions of inspections: _____

Date Issued: _____ Date of Expiration: _____

Date(s) of Inspections: _____ Approved by: _____